**APA Formatting Checklist**

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| **Teammate’s names:**  |

**Title Page**

* All font set to either Arial (11 pt) / Times New Roman (12 pt) / Calibri (11 pt)
* Title page centered
* Double spaced
* Page numbers start in the upper right-hand corner
* Includes:
	+ Title (bold)
	+ 1 extra space after title
	+ Name of student
	+ University
	+ Course
	+ Instructor
	+ Date

**Body**

* All font set to either Arial (11 pt) / Times New Roman (12 pt) / Calibri (11 pt)
* Margins set at: 2.54 cm/1 inch
* US Letter size should be selected
* Headings
	+ 1st level: centered and bolded
	+ 2nd level: bolded and left-aligned
	+ No “Introduction” heading, just the title of the paper is sufficient
* Spacing
	+ Before paragraph: 0 pt
	+ After paragraph: 0 pt
	+ Line spacing: double
* All text left aligned (Except 1st level headings-centered)
* Indention for each paragraph: first line, 1.27 cm/½ inch
* In-text parenthetical citations/citations in brackets
	+ Uses & between authors
	+ Last names only
	+ Year (and page number if a direct quote)
	+ Comma between authors and year

**References**

* All font set to either Arial (11 pt) / Times New Roman (12 pt) / Calibri (11 pt)
* Start on a new page
* Double-spaced
* No extra spaces between references (aside from the double space)
* Alphabetical order
* Not numbered
* Hanging indent for references: 1.27 cm/½ inch
* Black font, no highlight

**Common Reference Types**

**Book**

* Author, A.A. (Year). *Title of work\*.* Publisher.

**Journal Article**

* Author, A.A., Author, B.B., & Author, C.C. (Year). Title of the article\*. *Title of the Periodical, volume #*(issue #), pages. DOI (if available)

**Website**

* Author, A. A. OR Organization. (Year, Month Date). *Title of page\*.* Site name. URL

**Video**

* Author, A. A. OR Organization. (Year, Month Day). *Title of video\** [Video]. Website Name. URL

\*These titles are in lowercase; only the first word and any proper nouns or names would have capitals.

**Free APA Resources**

* <https://apastyle.apa.org/>
* <https://www.scribbr.com/apa-style/>
* <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html>